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**DEPARTMENT  
POLICY****All Programs**

According to federal and state law, the Michigan Department of Health and Human Services (MDHHS) is a designated voter registration agency. Laws require that MDHHS provide voter registration services to MDHHS clients in specific situations. These services include:

- Providing form NSP-938B, Michigan Voter Registration Application at specified times and upon request.
- Assisting clients in completing the NSP-938B.
- Accepting and validating the NSP-938B.
- Forwarding the NSP-938B to the appropriate governmental clerk in a timely manner.

**IN PERSON  
TRANSACTIONS**

Individuals are required to present photo identification when registering to vote in person. If an individual does not possess photo identification, he/she is permitted to sign an affidavit form to this effect.

Acceptable photo identification documents include:

- Michigan driver's license or Michigan personal identification card (current or expired).
- Current driver's license or personal identification card issued by another state.
- Current federal or state government-issued photo identification.
- Current U.S. passport.
- Current student identification with photo – from a high school or an accredited institution of higher education.
- Current military identification card with photo.
- Current tribal identification card with photo.

Voter registration applicants that do not possess one of the above-listed photo ID documents may sign the DHS-1185, Affidavit of Voter not in Possession of Picture Identification Form.

The DHS-1185 should be stapled to the voter registration form (NSP-938B or NSP-938B-SP) and sent to the local clerk.

## OBTAINING FORMS

The NSP-938B may be obtained from the:

- Department of Technology, Management and Budget (DTMB) warehouse.
- Online from the MDHHS public Web site at: [www.michigan.gov/MDHHS-forms](http://www.michigan.gov/MDHHS-forms). Select the NSP-938B from the Applications category.

The Bureau of Elections prohibits MDHHS from making the NSP-938B form available on MS Word. Photo copies may be used if supplies run short. Individual copies may also be printed from the MDHHS public Web site.

The MDHHS-1185 is available in the MDHHS Forms Library.

## ISSUING VOTER REGISTRATION FORMS

Distribute an NSP-938B:

- With an application for assistance, including, but not limited to:
  - DHS-1171, Assistance Application.
  - DCH-0373-D, MICHild and Healthy Kids Application
  - DHS-4575, Medicaid Application (Patient of Nursing Facility).
  - DHS-4574-B, Assets Declaration.
  - DHS-1011, Medicaid Supplemental Application.
- With a redetermination, including, but not limited to:
  - DHS-1010, Redetermination Form.
  - DHS-542, MiCAP Redetermination Form.
- Upon Request.

- When a change of physical address is reported to the local office.

**Exception:** The only time an NSP-938B is not distributed is when an individual declines in writing by checking the *No* box in Section U of the DHS-1171, Assistance Application, or declines in writing on another MDHHS form that asks whether the individual would like to register to vote. **If this question is unanswered (left blank), distribute an NSP-938B.**

**Note:** An NSP-938B is automatically generated and mailed when *Yes-out of office transaction* is selected, and when an individual reports a change of physical address.

- When an individual applies for assistance, redetermination or reports a change of physical address in the local office, distribute an NSP-938B in person.

If for any reason, an NSP-938B is not distributed while the individual is in the local office, and the individual has not declined to register to vote, select *Yes-out of office transaction*, so an NSP-938B is automatically mailed.

For forms that do not include the voter registration question, mail an NSP-938B to the individual.

**Note:** Individuals using MI Bridges to apply for or renew benefits are automatically offered an NSP-98B and the response is pre filled in Bridges.

## ASSISTING INDIVIDUALS

Assist individuals in the completion of the NSP-938B when requested. **Do not:**

- Seek to influence an individual's political preference or party.
- Display any political preference or party allegiance.
- Make any statement or take any action to discourage a person from registering to vote.
- Make any statement or take any action which may lead a person to believe that a decision to register to vote or not to register to vote has any bearing on their eligibility for services or benefits.

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## ACCEPTING VOTER REGISTRATION FORMS

### Complete NSP- 938B

- Accept a completed NSP-938B.
- Review the form to ensure that it is complete and legible.
- When the yes box is checked, the upper-most portion of the form serves as the individual's voter registration receipt.
- Detach and give or mail the receipt to the individual once the form is validated.
- Forward the lower portion of the completed NSP-938B to the local office Voter Registration Services Coordinator ***immediately*** upon receipt, to ensure that forms will be sent to the appropriate governmental clerk in a timely manner; see Timely Forwarding Voter Registration Forms in this item.

### Incomplete NSP- 938B

If an individual returns an NSP-938B with the Yes box checked but it is missing a signature or information forward to the local office voter registration services coordinator ***immediately***.

**Note:** Bureau of Elections has a process in place to follow up with a client for missing information.

If an individual returns an NSP-938B with the “No” box checked, completion of the remainder of the form is not necessary. Enter the current date and your initials in the upper right corner of the form, and forward to the local office voter registration services coordinator for storage; see Storing Declinations below.

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**VOTER  
REGISTRATION  
SERVICES  
COORDINATOR  
RESPONSIBILITIES**

Each local office must designate a voter registration services coordinator as well as a back-up coordinator. Coordinator responsibilities include all of the following:

- Answering local office questions regarding voter registration services.
- Ensuring that there is an adequate supply of voter registration applications in both English and Spanish.
- Ensuring that there are voter registration applications available in the local/district office lobby.
- If it is determined or a report is received that an individual was not given the appropriate opportunity to register to vote, ensure that an NSP-938B, along with an explanatory letter, is mailed to the individual. A template for the explanatory letter can be obtained by contacting the central office voter registration coordinator, see Communicating with Central Office Voter Registration Services Coordinator in this item.

**Note:** A copy of the letter sent to the individual must be retained in the local office for 24 months.

- Prominently displaying National Voter Registration Act (NVRA) posters in each local/district office lobby and ensuring that posters are available for community partners, as requested.
- Reporting voter registration information; see Reporting and Tracking in this item.
- Forwarding complete and incomplete voter registration forms to the appropriate clerk of the county, city or township in a timely manner; see Timely Forwarding of Voter Registration Forms in this item.
- Communicating with the central office voter registration services coordinator; see Communicating With Central Office Voter Registration Services Coordinator in this item.

## Timely Forwarding of Voter Registration Forms

Voter registration services coordinators must forward voter registration forms ***within seven calendar days*** of receipt in the local office. Forms must be forwarded to the clerk of the county, city or township where the client resides.

***Exception:*** During the 7 day period which precedes the registration deadline forms must be forwarded to the clerk of the county, city or township ***within one business day***. This is required to allow a person who registers close to the close of registration to participate in the election.

## Where to Send Voter Registration Forms

### Forward the complete NSP-938B as follows:

- If the person who completed the NSP-938B resides within the city limits of one of the twenty-six largest cities in Michigan, forward the completed form to the city clerk. Mailing addresses for city clerks are found on page two of the NSP-938B instructions.
- For all others, forward the completed form to the clerk of the person's county of residence. Mailing addresses for the county clerks are found on page two of the NSP-938B instructions.

If it is unclear where to send the form, forward to:

Department of State  
Bureau of Elections  
P.O. Box 20126  
Lansing, Michigan, 48901-0726

## Storing Declinations

An NSP-938B with the *No* box checked is known as a declination. This individual has declined the opportunity to register or update their voter's registration. Declinations must be retained in a designated location in the local office for 24 months.

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**Communicating  
with Central Office  
Voter Registration  
Services  
Coordinator**

Local office voter registration services coordinators communicate with the central office voter registration services coordinator via email at: DHSVotes@michigan.gov.

Questions regarding this policy may be addressed through this avenue.

Local office voter registration services coordinators must contact the central office voter registration services coordinator for the following:

- Gain access to the NVRA Summary Reporting Tool.
- Request the template for the explanatory letter.
- Provide the name, phone number and email address of the local office voter registration services coordinator and back-up coordinator and the county and/or district they represent.
- When there is a change in the local office voter registration services coordinator or back-up coordinator, the following information must be submitted:
  - Name.
  - Phone and fax numbers.
  - County office.
  - District office, if applicable.

**REPORTING AND  
TRACKING**

Each local office voter registration services coordinator must complete the NVRA Summary Web-based Report, available from the MDHHS-Net intranet. The summary report is due by the fifth of each month (or next business day if the fifth falls on a non-work day). Instructions and access to this tool are available from the central office coordinator.

The summary report requires coordinators to report the number of completed voter registration forms received by the local/district office. Keep track of the number of completed registration forms for-

warded to the county/city clerks each week and enter the monthly total on the report.

## **LEGAL BASE**

### **All Programs**

42 U.S.C. 1973gg through 1973gg-10  
MCL 168.509v